

CITY OF MILWAUKEE

REQUEST FOR ADVANCE RELEASE OR MAILING OF PAYROLL CHECKS

DISTRIBUTION: **ORIGINAL – Forward to City Treasurer**
COPY – Retained by Department

| | | | |
|------------|-----------|------------|------|
| Department | Dept. No. | Pay Period | Date |
|------------|-----------|------------|------|

**TO THE CITY TREASURER: YOU ARE HEREBY AUTHORIZED TO RELEASE OR MAIL
 PAYROLL CHECKS FOR THE EMPLOYEES LISTED BELOW**

| Emplid No. | Name and Address | Reason for Release | Check (X) Type of Release | |
|------------|------------------|--------------------|---------------------------|-----------|
| | | | Permanent | Temporary |
| | | | | |

| | | | |
|---|---------------------------------------|--|--|
| APPROVING DEPARTMENT MANAGER'S SIGNATURE | Total number of checks to be released | | |
| | or MAILED ON a temporary basis. | | |

| | | |
|-------------------------------|-------|-----------|
| MANAGER'S NAME (please print) | Title | Phone No. |
|-------------------------------|-------|-----------|

Department manager is responsible to assure that employee does not cash their payroll check prior to pay day at a financial institution or business. If any employee cashes their check anywhere but the City Treasurer's Office prior to pay day, requests for future early releases will not be honored.

NO PAYROLL CHECK RELEASED EARLY CAN BE CASHED BEFORE PAY DAY OTHER THAN IN THE CITY TREASURER'S OFFICE.

ALL CITY EMPLOYEES ARE ENCOURAGED TO SIGN UP FOR DIRECT DEPOSIT OF NET PAY.